

FIG.3B

<input type="button" value="FILE"/> <input type="button" value="EDIT"/> <input type="button" value="MESSAGE"/> <input type="button" value="TRANSFER"/> <input type="button" value="MAILBOX"/> <input type="button" value="SETTINGS"/> <input type="button" value="SPECIAL"/> <input type="button" value="HELP"/>	
<input type="button" value="VIEW TAG"/> <input type="button" value="EMAIL TAG"/>	
<p>REFERENCE CODE: _____</p> <p>SOFTWARE USED (AUTO) _____</p> <p>SOFTWARE VERSION (AUTO) _____</p> <p>OTHER STORAGE MEDIA _____</p> <p>WORKSTATION OF ORIGIN (AUTO) _____</p> <p>DOCUMENT'S ORIGINAL VERSION (AUTO) _____</p> <p>PREPARED BY (AUTO) _____</p> <p>PASSWORDS AND LOG IN VERIFICATION (AUTO) _____</p> <p>TYPE OF DOCUMENTS (DROP DOWN MENU) _____ (LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)</p>	
<p>CLIENT NAME _____ (DROP DOWN MENU)</p> <p>CLIENT # _____ SCAN MATCH THE CLIENT NAME</p> <p>PROJECT# _____ SCAN CLIENT NAME AND CLIENT #</p> <p>PURPOSE OF DOCUMENT (DROP DOWN BOX) _____</p> <p>DATE (AUTO) _____</p> <p>TIME (AUTO) _____</p> <p>FILL IN BOX FOR TEXT NOTES _____</p> <p>DOCUMENT VERSION NUMBER _____</p> <p>(AUTO IF YOU USE SAVE AS COMMAND)</p> <p>AUTHORITATIVE VERSION YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)</p>	
<input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/> <input type="button" value="PRINT"/> 10/21/98	

FIG. 8A

			EMAIL TAG				
FILE	EDIT	MESSAGE	TRANSFER	MAILBOX	SETTINGS	SPECIAL	HELP
REFERENCE CODE: _____							
WORKSTATION OF ORIGIN (AUTO) _____							
DOCUMENT'S ORIGINAL VERSION (AUTO) _____							
PREPARED BY (AUTO) _____							
DIVISION/DEPARTMENT _____							
NETWORK USER'S EMPLOYMENT NUMBER (AUTO) _____							
USER PASSWORDS AND LOG IN VERIFICATION (AUTO) _____							
CLIENT NAME _____ (DROP DOWN MENU)							
CLIENT#	SCAN MATCH THE CLIENT NAME						
PROJECT#	SCAN CLIENT NAME AND CLIENT #						
PURPOSE OF DOCUMENT (DROP DOWN BOX) _____							
DATE(AUTO) _____							
TIME(AUTO) _____							
DOCUMENT VERSION NUMBER _____							
(AUTO IF YOU USE SAVE AS COMMAND)							
AUTHORITATIVE VERSION YES NO							
CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)							
TYPE OF DOCUMENTS (DROP DOWN MENU)							
(LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)							
NOTES _____							
PREVIOUS	NEXT	PRINT	10/20/98				

FIG. 8B

<input type="button" value="FILE"/> <input type="button" value="EDIT"/> <input type="button" value="MESSAGE"/> <input type="button" value="TRANSFER"/> <input type="button" value="MAILBOX"/> <input type="button" value="SETTINGS"/> <input type="button" value="SPECIAL"/> <input type="button" value="HELP"/>	
<input type="button" value="VIEW TAG"/> <input type="button" value="EMAIL TAG"/>	
<p>REFERENCE CODE: _____</p> <p>CLIENT NAME _____ SCAN, MATCH THE CLIENT NAME PROJECT# _____ SCAN CLIENT NAME AND CLIENT # PURPOSE OF DOCUMENT (DROP DOWN BOX) _____</p> <p>DATE (AUTO) _____</p> <p>TIME (AUTO) _____</p> <p>SOFTWARE USED (AUTO) _____</p> <p>WORKSTATION OF ORIGIN (AUTO) _____</p> <p>DOCUMENTS ORIGINAL VERSION (AUTO) _____</p> <p>PREPARED BY(AUTO) _____</p> <p>PASSWORDS AND LOG IN VERIFICATION (AUTO) _____</p> <p>DOCUMENT VERSION NUMBER _____ (AUTO IF YOU USE SAVE AS COMMAND)</p> <p>AUTHORITATIVE VERSION YES NO</p> <p>CROSS REFERENCED TO (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)</p> <p>TYPE OF DOCUMENTS (DROP DOWN MENU) (LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER, NOTES.)</p>	
<input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/> <input type="button" value="PRINT"/> 10/20/98	

FIG. 8C

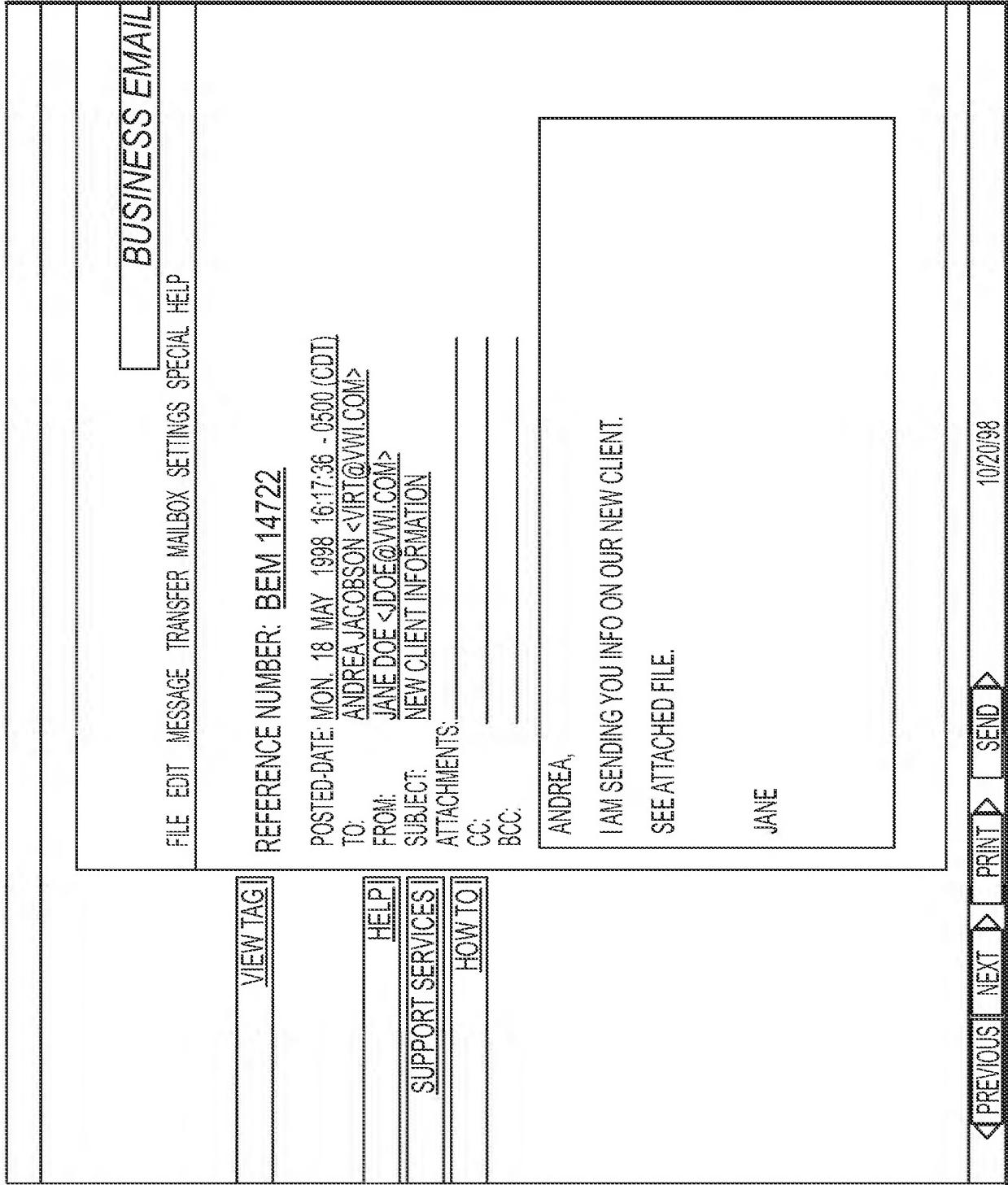


FIG. 9

FIG. 10

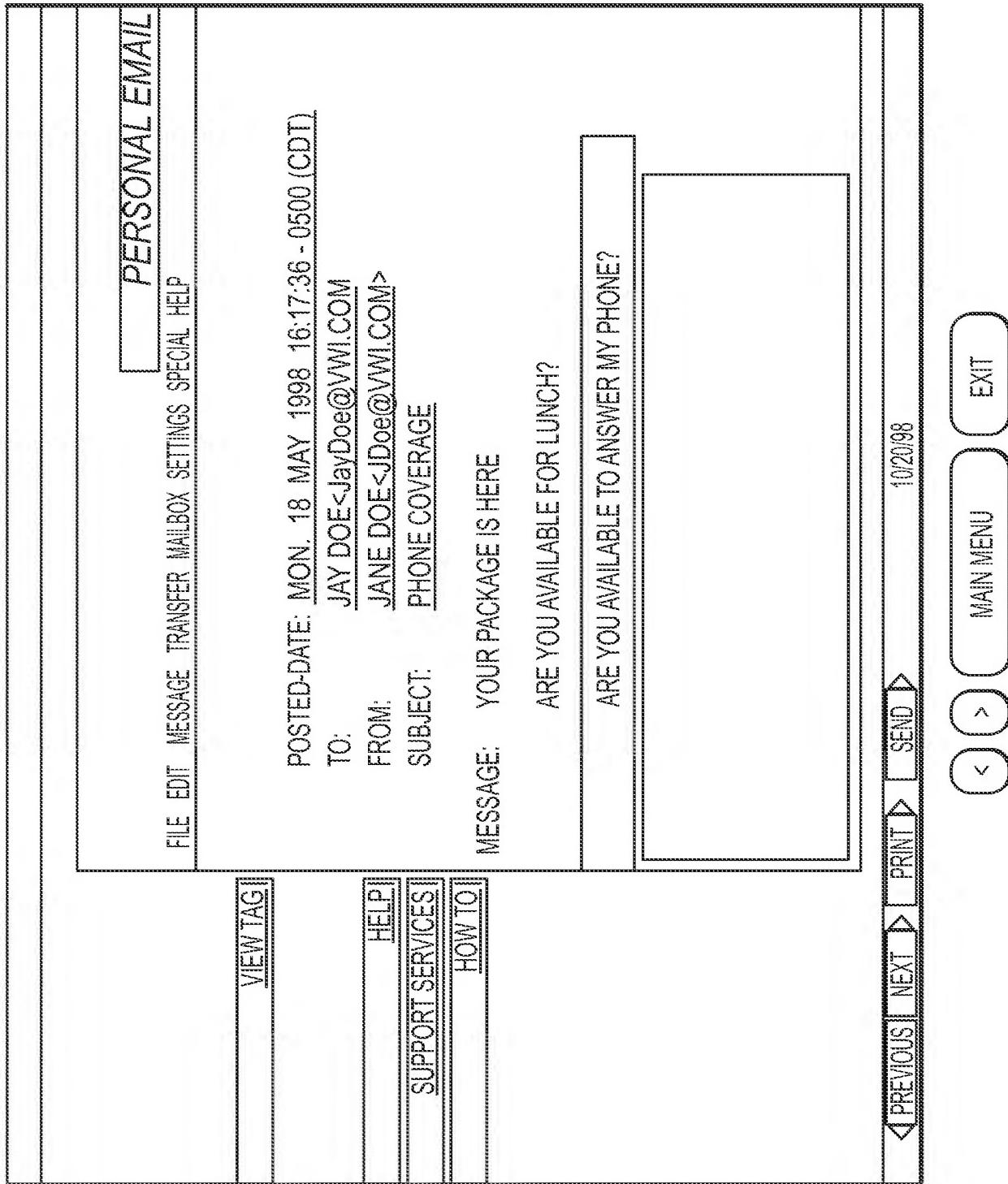
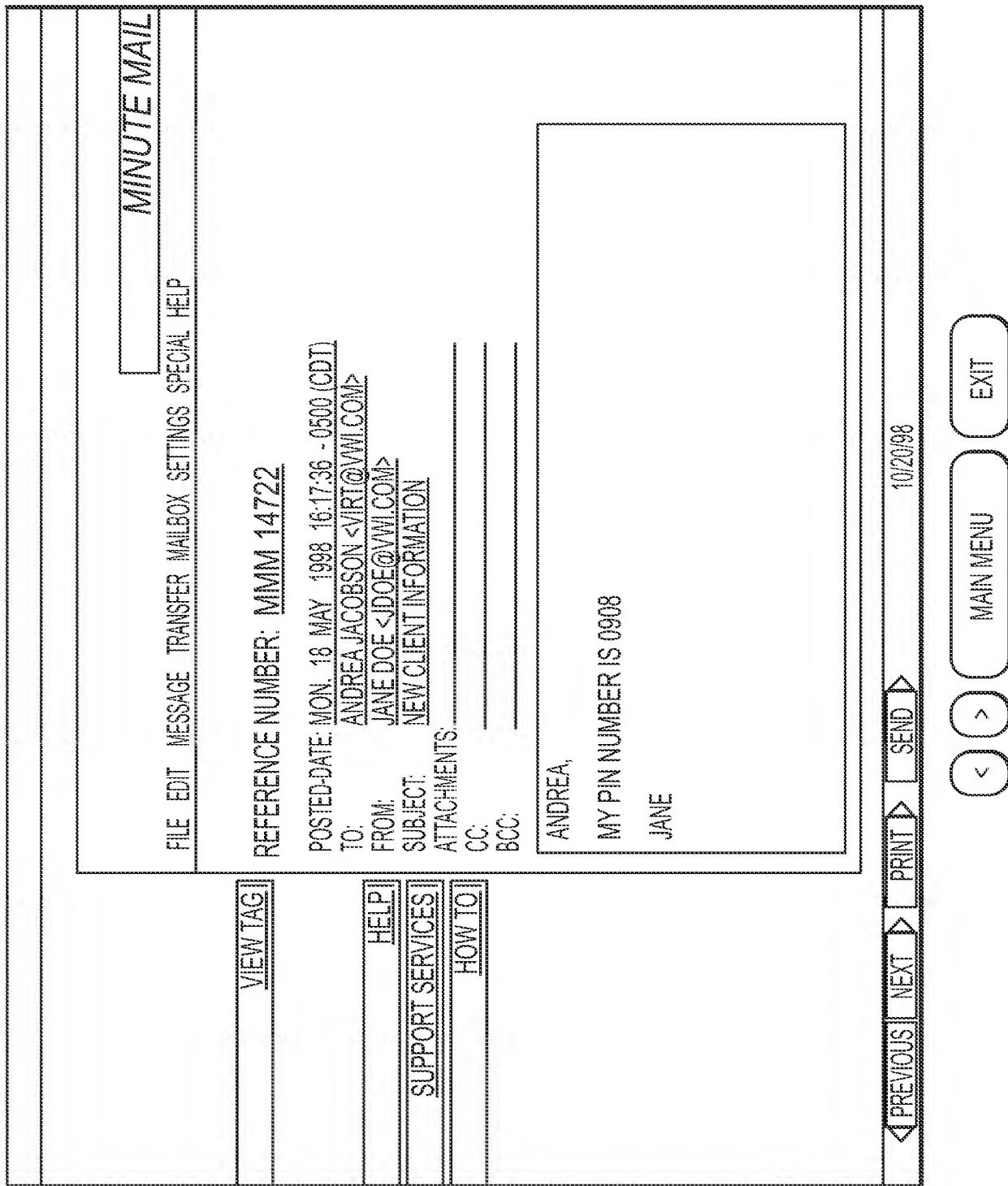


FIG. 11



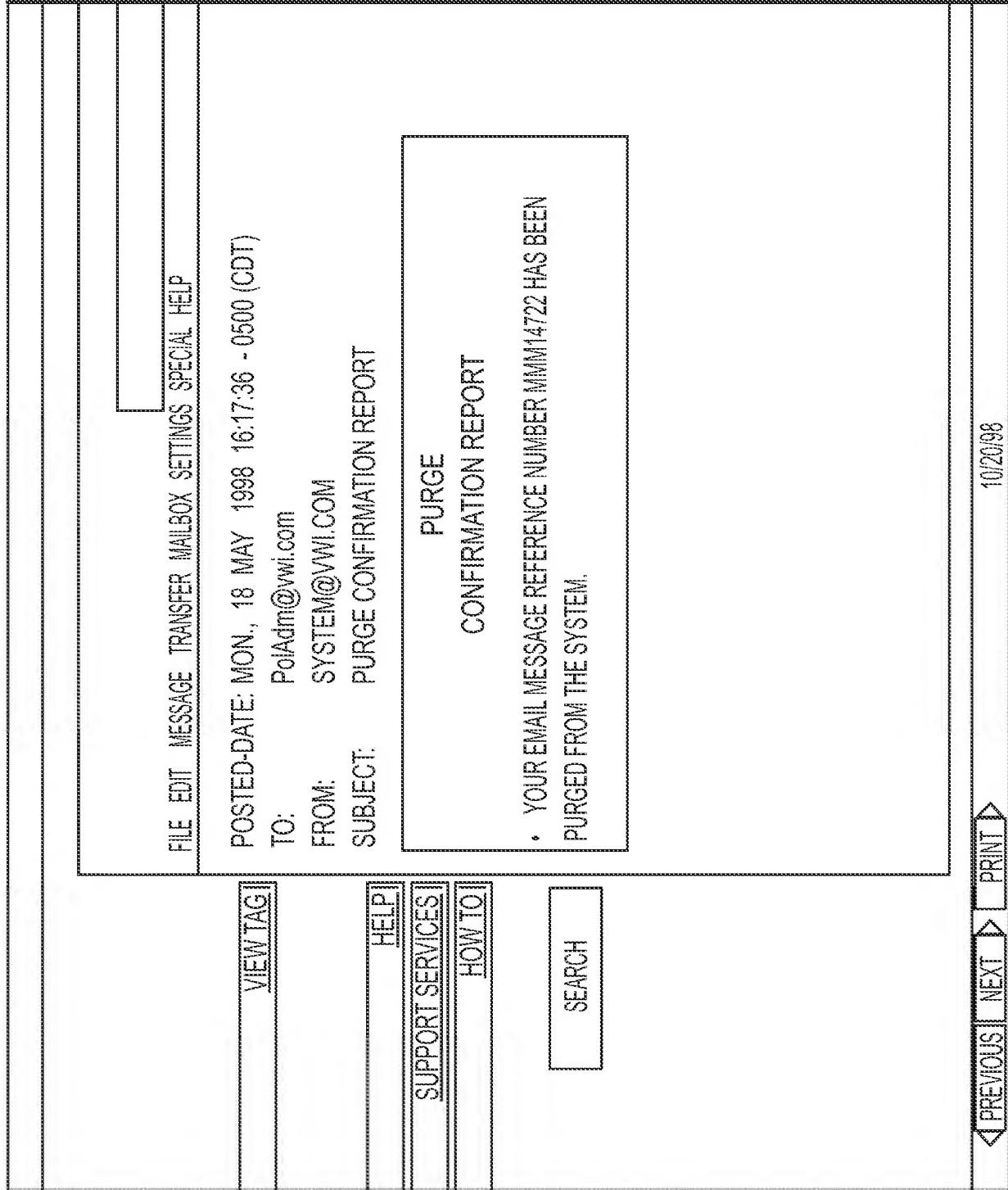


FIG. 12

/NTR4MAIL

FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP

EMAIL CODE NUMBER: PEM 1000

VIEW TAG

POSTED-DATE: MON 18 MAY 1998 16:17:36 -0500 (CDT)

TO: ANDREA JACOBSON <VIRT@VWVI.COM>

FROM: JANE DOE <DOE@VWVI.COM>

HELP

SUPPORT SERVICES

SUBJECT: WEEKEND PLANS

ATTACHMENTS:

CC: _____

BCC: _____

ANDREA,

I'LL SEE YOU FRIDAY NIGHT. MY FLIGHT GETS IN AT 8 P.M. I'LL CALL
YOU SOON AS I GET INTO TOWN.

JANE

◀ PREVIOUS ▶ NEXT ▶ PRINT ▶ SEND ▶ 10/20/98

FIG. 13

BULLETIN BOARD MAIL

FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP

POSTED-DATE: MON, 18 MAY 1998 16:17:36 -0500 (CDT)

TO: BULLET@VWI.COM

FROM: J Doe <Doe@VWI.COM>

SUBJECT: RETIREMENT PARTY

ATTACHMENTS:

CC:

VIEW TAG

HELP

SUPPORT SERVICES

HOW TO

BULLETIN BOARD MAIL

TODAY IS JANE DOE'S BIRTHDAY!

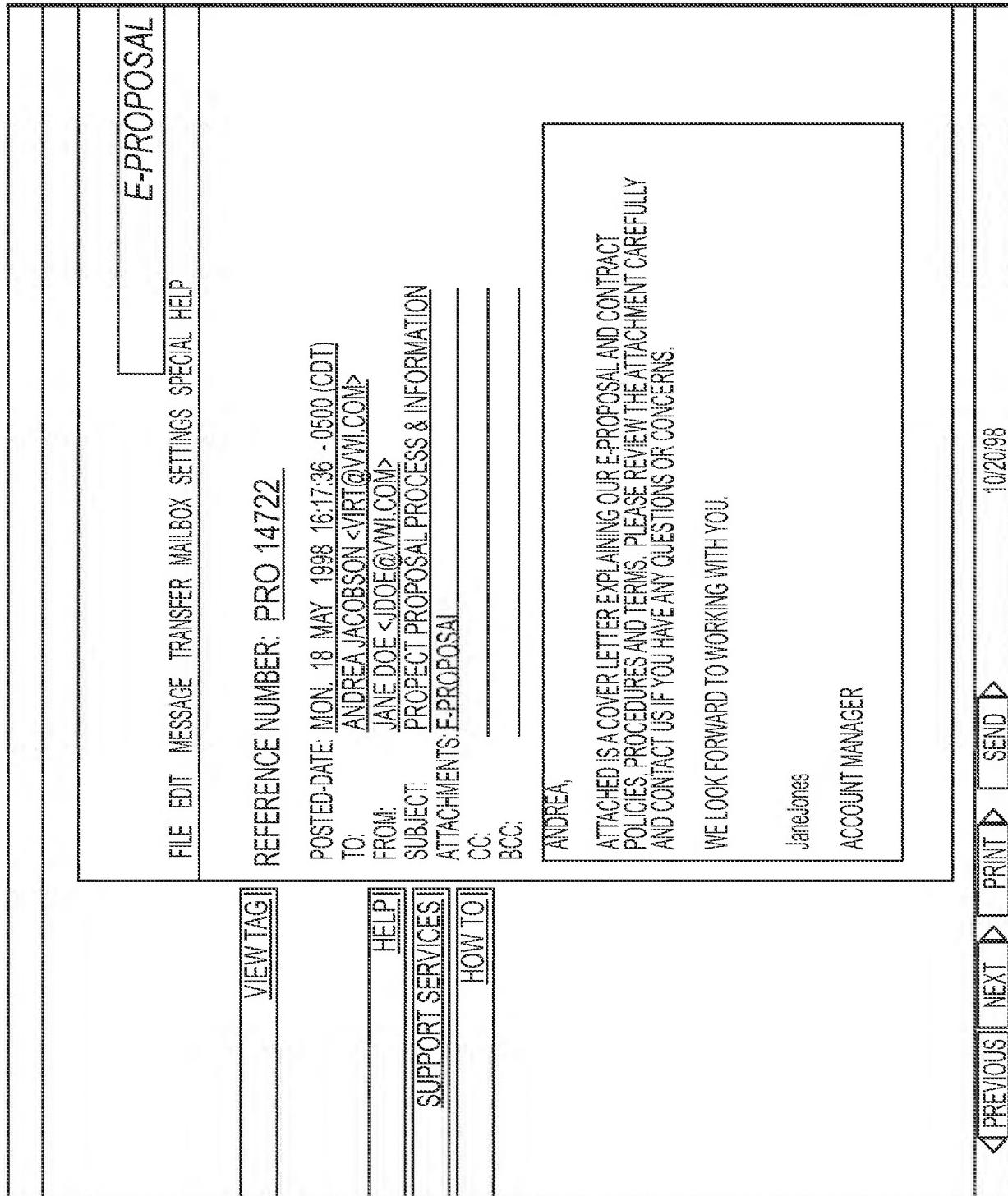
JOIN US FOR A CAKE BREAK AT 2 P.M. AT

JANE'S DESK.

◀ PREVIOUS ▶ NEXT ▶ PRINT ▶

10/29/98

FIG. 14



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FIG. 16

E-PROPOSAL CONFIRMATION	
FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP	
VIEW TAG	
REFERENCE NUMBER: PRO 14722	
POSTED-DATE: MON, 18 MAY 1998 16:17:36 -0500 (CDT)	
TO: ANDREA JACOBSON <VIRT@WIL.COM>	
FROM: JANE DOE <JDoe@WIL.COM>	
SUBJECT: PROJECT PROPOSAL PROCESS & INFORMATION	
ATTACHMENTS: E-PROPOSAL	
CC:	
BCC:	
PROPOSAL CONFIRMATION: MAY 18, 1998 16:19:30 -500 (CDT)	
<PREVIOUS >NEXT > PRINT > <input type="checkbox"/> SEND > 10/21/98	